

DUTY STATEMENT

Class Title Office Technician (General)	Position Number 809-180-1138-901
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit N/A	
Section Administration	
Branch N/A	
Division Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Office Technician, General (OT (G)), performs a variety of tasks that require a high degree of initiative and independence including, but not limited to, procurement of office supplies and equipment and functioning as the Office of AIDS (OA's) Travel and Training Coordinator.

Supervision Received: Direct supervision from the Staff Services Manager II, Chief of the Administration Section.

Supervision Exercised: None.

Description of Duties: The OT(G) orders, receives, and distributes supplies and equipment for OA; reviews and approves procurement related invoices for payment; functions as the Travel and Training Coordinator for OA; ensures that OA's facilities and telecommunication needs are met; and provides routine maintenance on OA's office equipment.

Percent of Time**Essential Functions**

40%

Orders, receives, and distributes office supplies (including items up to 45 pounds) and equipment; researches costs and products of vendors; prepares purchase estimates, purchase orders, service authorizations, printing requisitions, vendor data records, and sole-source justifications; reconciles purchases with monthly CALSTARs reports; maintains current inventory of supplies; ensures the timely ordering of items; develops procurement contracts for services and verifies that services were rendered and all contract stipulations were followed; works directly with the DHS Business Services Unit, Department of General Services, the DHS (State) warehouse, Boise Cascade Office Products, and other service/product providers and vendors; provides technical assistance to OA staff on purchasing; maintains familiarity with Departmental and State procurement policies and procedures; provides oversight for OA use of DHS identification cards, Department of General Services charge cards, American Express credit cards, and DHS phone cards; and keeps OA's main supply room in a clean, safe, and organized condition.

30%

Functions as OA's travel and training coordinator for OA; lead for the development of the Division's annual Out-of-State Travel (OST) Blanket and Out-Of-Country Blanket; independently coordinates input from Division staff and develops all costs for the blanket; prepares all OST trip requests and Out-Of-Country trip requests; audits and processes travel expense claims and travel advances for OA staff; ensures that travel reimbursement requests comply with the travel policies of the Department and the State; works directly with the designated travel agency and OA staff; schedules airline and car rental plans for staff; reviews and processes training requests; coordinates in-house training and contacts vendors; notifies management and staff of course content and options; develops and maintains databases and tracking systems using spreadsheet software; and sets up and maintains the necessary office filing systems.

10%

Reviews procurement related invoices for accuracy and approves for payment; resolves discrepancies or problems with invoices and deliveries with vendors; and serves as OA's liaison with the Department's Accounting Unit to resolve problems with payments.

10%

Acts as the OA liaison for facilities and telecommunications issues; coordinates all OA facility requests with the Department's Facilities Unit; facilitates requests and provides oversight for security access badges for the building; updates and maintains floor plans for the office; works directly with the Department's Telecommunications Unit; and ensures that OA's telephone and voicemail needs are met and problems resolved.

5%

Provides routine maintenance on OA's office equipment including photocopiers, shredders, and FAX machines; arranges for outside maintenance when necessary; provides training and assistance on copier usage; submits monthly reports on office equipment usage; works directly with the Department's Business Services Unit; examines equipment and furniture to determine quality and suitability for use and arranges for repair or replacement as appropriate; develops and maintains a tracking system for all equipment; ensures all equipment is tagged with state identification numbers; and maintains records for surveying and disposing of equipment.

Percent of Time

5%

Marginal Functions

Other duties as required

Employee's signature	Date
Supervisor's signature	Date